ARRA Recipient Reporting
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Briefing

In-Bound Recipient Reporting

Link/Unlink Reports Page Enhancement

April 28, 2010

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Agenda

- Requirements
- Reports Linkage Demonstration
  - Agency User
  - Prime Recipient User
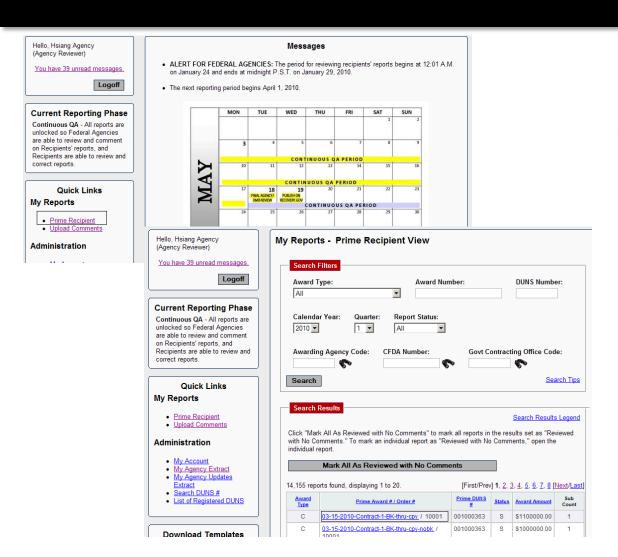- Additional Information
- Q&A

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Requirements

- **Reports Linkage Page** – A new Link/Unlink Reports Page is created to support the creation and the modification of report relationships.

- While on this page, the recipient can link a current quarter report to a report submitted in the previous quarter. The recipient can also change or remove links.

- The manually created link will help distinguish ongoing awards from new awards, even if the relationship is not obvious.

Link/Unlink Reports - Agency User

An Agency User logs in and clicks on the "Prime Recipient" link.

The Agency User selects a report to review.

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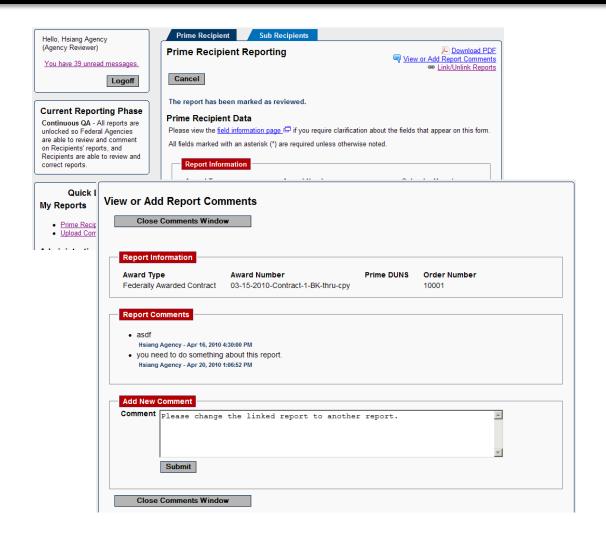
Link/Unlink Reports - Agency User

The "Prime Recipient Reporting" page is opened. From here, the Agency User can access the Link/Unlink Reports page.

The Agency User can view the report linkage information but cannot edit the link. If the Agency User decides that the linkage is incorrect and wants it to be changed, the Agency User must notify the Prime Recipient.
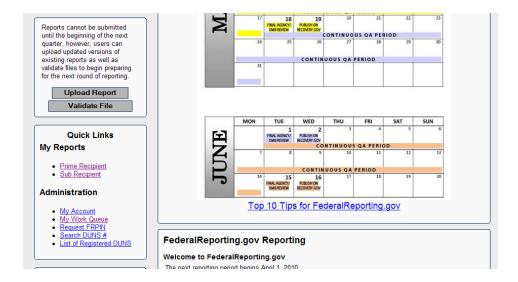
Link/Unlink Reports - Agency User

The Agency User clicks on "Cancel" to return to the "Prime Recipient Reporting" page.

The Agency User clicks on the "View or Add Report Comments" link to ask the Prime Recipient to change the linked report.
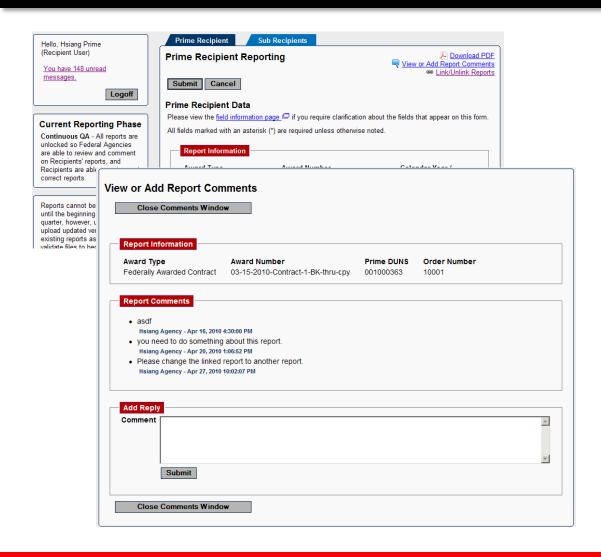
Link/Unlink Reports – Prime Recipient User

The Prime Recipient User logs in.

The Prime Recipient User clicks on "My Work Queue". A Work Queue message is in the Prime Recipient User's work queue.

The Prime Recipient User clicks on the "Award #" link to open the report.

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Link/Unlink Reports – Prime Recipient User

The "Prime Recipient Reporting" page opens.

The Prime Recipient User clicks on the "View or Add Report Comments" link to read the comment left by the Agency User.

The Prime Recipient User closes the "Report Comments" page and returns to the "Prime Recipient Reporting" page.

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Link/Unlink Reports – Prime Recipient User
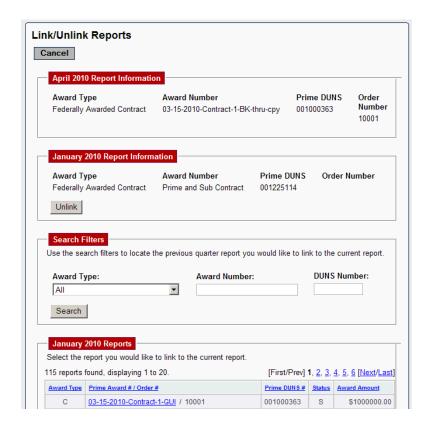

The Prime Recipient User clicks on the "Link/Unlink Reports" link to access the "Link/Unlink Reports" page.

Link/Unlink Reports – Prime Recipient User

The Prime Recipient User can:

1. Review reports linkage information.

2. Remove an existing link.

3. Search for previous quarter reports to link to the current quarter report.

4. Update the link.

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Link/Unlink Reports – Prime Recipient User

The Prime Recipient User decides to change the link to a different report.

The Prime Recipient clicks on the Award Number of a report in the January 2010 Reports section.

The "Link Reports" page is opened.

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Link/Unlink Reports – Prime Recipient User

To complete the update action, the Prime Recipient must:

1. Verify that the link is correct

2. Check the "Terms and Conditions" check box.

3. Enter the FRPIN.

4. Click on "Update Link".

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Link/Unlink Reports – Prime Recipient User

The system displays the "Link Report Confirmation" page.

Link/Unlink Reports – Prime Recipient User

The Prime Recipient User is notified by the Agency User to unlink the report.

The Prime Recipient User navigates back to the "Link/Unlink Reports" page and clicks on the "Unlink" button.

The "Remove Report Link" page is opened.

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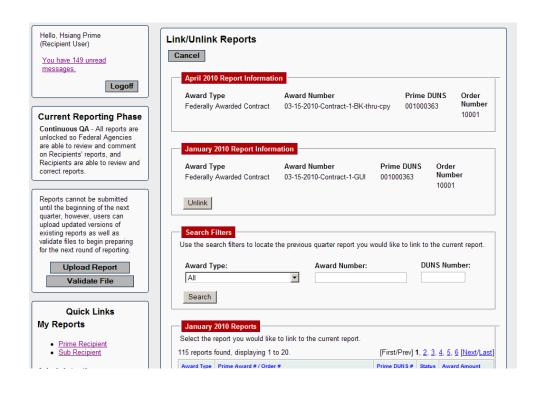# Link/Unlink Reports – Prime Recipient User

Hello, Hsiang Prime
(Recipient User)

You have 152 unread messages.

Logoff

Current Reporting Phase

Continuous QA - All reports are unlocked so Federal Agencies are able to review and comment on Recipients' reports, and Recipients are able to review and correct reports.

Reports cannot be submitted until the beginning of the next quarter, however, users can upload updated versions of existing reports as well as validate files to begin preparing for the next round of reporting.

Upload Report

Validate File

Quick Links

Remove Report Link

April 2010 Report Information

Award Type Federally Awarded Contract
Award Number 03-15-2010-Contract-1-BK-thru-cpy
Prime DUNS 001000363
Calendar Year / Quarter 2010 / 1
Order Number 10001

Existing January 2010 Report Information

Award Type Federally Awarded Contract
Award Number 03-15-2010-Contract-1-GUI
Prime DUNS 001000363
Calendar Year / Quarter 2009 / 4
Order Number 10001

Terms and Conditions

☐ I acknowledge that I am removing the link between the two reports listed above. I understand that this change will be reflected in the published reports.

DUNS Number 001000363
FRPIN [ ]

Back   Cancel   Unlink

To complete the update action, the Prime Recipient must:

1. Check the "Terms and Conditions" check box.

2. Enter the FRPIN.

3. Click on "Unlink".

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Link/Unlink Reports – Prime Recipient User

The system displays the "Link Report Confirmation" page.

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Link/Unlink Reports – Email Confirmation

From: DoNotReply@FederalReporting.gov [mailto:DoNotReply@FederalReporting.gov]
Sent: Tuesday, April 27, 2010 11:12 PM
To: recipient.user@email.com
Subject: FederalReporting.gov Report Link Update Information

All links have been removed from following report successfully.

Current Report Information
AWARD TYPE: Federally Awarded Contract
AWARD ID: 03-15-2010-Contract-1-BK-thru-cpy
PRIME DUNS: 001000363
FISCAL YEAR / FISCAL QUARTER: 2010/1
ORDER NUMBER: 10001

Remove Report Link Information
AWARD TYPE: Federally Awarded Contract
AWARD ID: 03-15-2010-Contract-1-GUI
PRIME DUNS: 001000363
FISCAL YEAR / FISCAL QUARTER: 2009/4
ORDER NUMBER: 10001

27 Apr 2010 14:21:52 GMT

Do not reply to this e-mail. Please contact the FederalReporting.gov Service Desk or call us at 877-508-7386; TTY: 877-881-5186 if you have any questions.

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Additional Information

- The "Link/Unlink Reports" page is available during the following phases:
    - Initial Submission
    - Recipient Review
    - Agency Review
    - Continuous QA

- If a current quarter report has the same report keys (Award Type, Award Number, DUNS and Order Number) as a report submitted in the previous quarter, Recovery.gov will treat the current quarter report as the continuation of the report from the previous quarter.

- A current quarter report can only be linked to a report from the last quarter. It can neither be linked to a report from the current quarter nor a report submitted prior to the last quarter.

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Questions?